

Interim Payment Request for Additional Expenses

Date: [Insert Date]

To,

[Client's Name]

[Client's Company]

[Client's Address]

Subject: Request for Interim Payment for Additional Expenses

Dear [Client's Name],

I hope this message finds you well. I am writing to formally request an interim payment in relation to additional expenses incurred during the course of our subcontract under [Contract Name/Number], dated [Contract Date].

As outlined in Clause [Specify Clause Number] of our agreement, we have encountered unforeseen circumstances that have necessitated additional expenditures amounting to [Specify Amount]. These costs are directly associated with [Brief Description of Expenses].

Attached are the relevant documentation and invoices supporting the incurred expenses for your review:

- Invoice #[Invoice Number] - [Description]
- Invoice #[Invoice Number] - [Description]
- [Any Additional Relevant Documentation]

We kindly request that the total amount of [Total Amount Requested] be processed at your earliest convenience to ensure the seamless continuation of our work.

Thank you for your attention to this matter. Please feel free to reach out if you need any further information or clarification.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]